

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF COLORADO

IN THE MATTER OF REVISED GUIDELINES
FOR PREPARATION AND SUBMISSION
OF CREDITOR ADDRESS MAILING MATRIX

GENERAL PROCEDURE ORDER NUMBER 2001-7

THIS MATTER arises upon the need to provide revised guidelines for the preparation and submission of creditor address mailing matrices in a format more conducive to entry into the court's electronic data base, and more specifically, submission via computer diskette in lieu of paper. Accordingly, effective September 1, 2001, it is

ORDERED that the Instructions Regarding BANCAP Creditors Matrix appearing in the Appendix to the Local Bankruptcy Rules dated December 1, 1999 are hereby superseded by the attached Appendix dated September 1, 2001.

Dated: August _____, 2001.

BY THE COURT:

Marcia S. Krieger, Chief Judge

Sidney B. Brooks, Judge

Donald E. Cordova, Judge

A. Bruce Campbell, Judge

Elizabeth E. Brown, Judge

Appendix

Instructions Regarding Creditors Matrix

In order to ensure that the cases you file can be properly read by the automated noticing system, your cooperation is essential. Please observe the following guidelines:

1. The completed original/amended matrix shall be saved as a *ASCII Dos Text* file, with the filename extension of ".txt", and submitted to the court via a 3½ " diskette in lieu of a printed paper copy. A hard (paper) copy of the completed original/amended matrix shall not be required.
2. Matrix must be prepared as follows (see reverse):
 - One single column per page
 - 5 lines per address *maximum*
 - Special characters such as @\$%^*()_+=\|:;""{}[]<>?~ are not permitted
 - City, State, and Zip Code must be on one (1) line
 - City, State, and Zip Code *must be the last line*
 - 1" page margins
 - Triple spacing between addresses
 - Maximum* of 40 characters per line
3. Do not include addresses for the following people as they will be retrieved automatically by the computer for noticing:
 - Debtor and/or Joint Debtor
 - Attorney for the Debtor(s)
 - Chapter 13 Trustee
4. A "Verification of Creditor Matrix" form must be prepared and filed as a cover sheet to the Creditor Matrix.
5. When submitting a supplement or an amendment to an existing matrix, list only the additional creditor(s) and address(es) on a supplemental matrix. When changing the address(es) of creditor(s), file only a completed Change of Address form and do not file an amended matrix.
6. An original matrix returned to you due to the inability of the Court's computer to read it must be resubmitted as an original matrix and not as an amendment.

September 1, 2001

First City National Bank of Beaumont
PO Box 3391
Beaumont, TX 77704

Flex Northwest
1540 N.W. 46th Street
Seattle, WA 98372

General Welding Supply Co.
PO Box 3617
Baltimore, MD 20984

George S. Bush Export, Inc.
1400 Exchange Building
Buffalo, NY 10984

Glander International
Lake Success Plaza
One Hollow Lane
Lake Success, NY 11042

Gus Electronics
Marine Division
3700 West 61st Avenue
Anchorage, AK 99502